

INTERNAL/EXTERNAL VACANCY

HUMAN CAPITAL INTERNS SIX (6) MONTHS

Business Unit: Office of the CEO

Duty Station: Walvis Bay (x2)

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

THE PURPOSE OF THE JOB:

The role of the Human Capital Intern is to provide clerical and administrative support to the Human Capital & Corporate Services Division.

QUALIFICATIONS REQUIRED:

- 3rd or 4th or final year bachelor's degree student in Human Resource Management

KEY PERFORMANCE AREAS:

- Leave administration
- Training and development administration
- Minutes taking
- Scheduling meetings within the division
- Payroll administration
- Handling internal and external customers
- Recruitment and selection
- Record keeping
- HR administration

OTHER REQUIREMENTS:

- Work Intergrated Learning Letter (WIL)

LICENSE REQUIRED:

- None

Applicants who comply with the above-mentioned requirements may submit their updated CV's plus certified copies of educational qualifications, academic records and identification documents to: **Ms Hileni Elungu, Human Capital & Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9041 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned, and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews.

Closing Date: Wednesday, 13 May 2026